

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 19

The purpose of this transmittal is to issue guidance to the NOAA Travel Regulation (NTR) regarding evacuation travel allowances. The Transmittal has been posted on the NOAA Travel Office (NTO) web page at <http://www.corporateservices.noaa.gov/~finance/travel.html>. Please visit our web page to view or to update your NTR.

Please contact Rachael Wivell on (301) 444-2136 or Pat Oliver on (301) 444-2155 in the NOAA Travel Office (NTO), if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 19

1. Filing Instructions for the NOAA Travel Regulation (NTR). Replacement pages for your NTR are attached as follows:

Insert

Pages 301-32-1 through 301-32-2
dated September 29, 2005

2. Explanation of Changes. The attached pages issue guidance on evacuation travel allowances.

3. File this cover memorandum in the front of the NTR. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Finance Office listed below:

Seattle------(206) 526-6008
Boulder------(303) 497-5307
Kansas City------(816) 426-7543 x431
Norfolk------(757) 441-6897
NOAA Travel Office------(301) 444-2136 or 444-2155

Attachments

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

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PART 301-32—EVACUATION TRAVEL ALLOWANCES

301-32.1 What are evacuation travel allowances?

Evacuation travel allowances are allowances that may be paid to an employee and his or her dependents in the event of an officially-ordered evacuation, in accordance with the Federal Travel Regulation (FTR).

301-32.2 How do I know if I am eligible to receive evacuation allowances?

In order to be eligible for evacuation allowances, you must be on a standing MANDATORY evacuation order as declared by Federal, State, or Local Government to evacuate from a place where there is imminent danger to your life or the lives of your dependents.

301-32.3 What documentation should I have in place in order to receive evacuation allowances?

You will need to have an approved round-trip travel authorization that covers you and your dependents to receive evacuation allowances. Under normal TDY, you are required to have a travel authorization prior to travel.

However, under evacuation travel, it may be necessary to issue travel authorizations after the employee and dependents are evacuated. You must:

- (a) use the letter “E” in the fifth position of the travel authorization number;
- (a) list your dependent’s names and dates of birth under “Comments” on the travel authorization; and
- (b) annotate “Evacuation Travel” under the “Description” field in the itinerary of the travel authorization.

301-32.4 Who can authorize evacuation allowances when under a MANDATORY evacuation order as declared by Federal, State, or Local Government?

The same authorizing officials who authorize TDY CONUS travel authorizations may approve evacuation travel allowances.

301-32.5 What travel expenses are my dependents and I entitled en route to a safe haven under an officially ordered evacuation?

You and your dependents are entitled to any necessary travel expenses as prescribed by Federal Travel Regulation, Chapter 301-10, that will get you from the evacuated area to a safe haven.

301-32.6 What per diem expenses are my dependents and I entitled en route to a safe haven under an officially ordered evacuation?

As prescribed by FTR, Chapter 301-11, per diem for you and your dependents shall be payable from the date of departure from the evacuated area through the date of arrival at the safe haven, including any period of delay en route that is beyond an evacuee's control. However, dependents under 12 years of age are entitled to one-half of the applicable per diem rate for employees or dependents who are age 12 years or older. Approving officials will need to determine the location of the safe haven and if a standard per diem rate is applicable or if the locality per diem rate is applicable, and specify such on the travel authorization. Employees who evacuate to a location other than to a designated safe haven could be limited to those entitlements payable at the safe haven location.

301-32.7 What is a safe haven?

A safe haven is a designated area to which an employee or dependent will be or has been evacuated.

301-32.8 What per diem expenses are my dependents and I entitled upon arrival at the safe haven?

Approving officials must determine if a standard per diem rate is applicable or if the locality per diem rate is applicable for the safe haven, and specify such on the travel authorization. Per diem shall begin to be paid on the date following arrival and may continue until terminated. Per diem will be computed as follows:

- (a) The applicable maximum per diem rate shall be computed using the lodgings-plus system for the employee and each dependent that is age 12 years or older. For each dependent under 12 years of age, the per diem rate is one-half of the applicable per diem rate for employees or dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.
- (b) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate shall be computed at 60 percent of the rate prescribed in paragraph (a) of this section until a determination is made by the authorizing official that per diem is no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.